

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 5 March 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 28 February - 5 March 1956

1. Numbers in Clerical Induction Training. During the week of 28 February there were 27 people in Clerical Induction Training. At the same time last year there were 38. On Thursday, 1 March, the moving of Clerical Induction Training to Quarters Eye was completed and classes were resumed on that day in shorthand and typewriting. The complete schedule of training courses was resumed on 5 March.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 18 people for the week of 28 February. One year ago there were 14.

3. Mathematics Class Begun in Building M. The mathematics class was begun by [redacted] on 28 February and will continue until 15 March. It is composed of 11 students, 10 from different components of ORR and 1 from OCR. The members of this class are very responsive. They have indicated that the material taught meets their needs.

4. Instructor Enrolled in Basic Supervision Course. [redacted] chief of Clerical Orientation, has been enrolled in the Basic Supervision Course, beginning on 5 March.

OTR/CT:MAH:dmg (5 March 1956)

BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 16 NO CHANGE  
JOB NO. \_\_\_\_\_ IN CLASS/DECLASS/CLASS CHANGED TO: TS S ORET. JUST. 22  
NEXT REV DATE 09 REV DATE 4-1-77 REVIEWER [redacted] TYPE DOC. 02  
NO. PGS 7 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPL 11 ORG CLASS S  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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